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OCIO DIRECTIVE 2005-018

To: Assistant Secretaries
              Heads of Bureaus and Offices

From: W. Hord Tipton
              Chief Information Officer

              John D. Trezise
              Director of Budget

              Paul Hoffman
              Deputy Assistant Secretary for Fish, Wildlife and Parks

Subject: Information Technology Capital Planning and Investment Control
              Schedule for Fiscal Year 2008

Purpose:

This directive issues the Information Technology (IT) Capital Planning and Investment Control (CPIC) schedule of activities leading to the development of the Fiscal Year (FY) 2008 IT portfolio and budget submission.

Background:

CPIC is the Department's primary process for (1) making decisions about which IT initiatives and systems the Department should invest, and (2) creating and analyzing the associated rationale for these investments, to ensure DOI's investments in IT are sound, cost-effective, and supports the mission and business goals of the Department. All IT investments must be in alignment with the Interior Enterprise Architecture (EA) and support the Department's E-government strategy and goals. The CPIC process is closely integrated with the Department's budget process to ensure IT investment decisions are consistent with overall budget decisions.

Requirement:

This directive provides the schedule of activities for developing the FY 2008 IT portfolio. Specific guidance on the requirements for proposing new investments and updating the resource requirements for ongoing investments may be found in the Department's IT CPIC Guide at http://www.doi.gov/ocio/cp/index.html.

One enhancement to this year's schedule is the requirement for potential new cross-cutting initiatives to be discussed with the E-government team in October, in advance of the DOI Investment Review Board, which will be making pre-select decisions on November 9. It is expected that new cross-cutting initiatives will be proposed in accordance with applicable EA blueprint, fill gaps identified in DOI's E-government strategy, and/or consolidate duplicative efforts.

Another important aspect of the FY 2008 Select phase is ongoing projects with significant (i.e., over $1 million planned for FY 2008) development, modernization and enhancement costs will need to demonstrate alignment to the Interior EA. Completed EA blueprints identify gaps and redundancies which will drive investment proposals. Business lines in the process of developing blueprints that have identified known gaps as part of preliminary blueprint findings and recommendations, may submit mission needs statements in accordance with the attached schedule. These mission needs statements must be based on sound architectural analysis and be in alignment with the overall Interior EA.

Contact:

Questions on this directive may be referred to Sally Good-Burton, Office of the Chief Information Officer at (202) 208-4109, Charlie Grymes, Office of Planning and Performance Management at (202) 219-1285, or Kevin Andersen, Office of Budget at (202) 208-3289.

Attachments

cc: Deputy Assistant Secretary, Business Management and
      Wildland Fire
      Bureau Chief Information Officers
      Bureau Capital Planning Coordinators
      Bureau Acquisition Managers
      Bureau Budget Officers
      DOI Investment Review Board Members

Completed Enterprise Architecture Blueprints Being Implemented

1. Recreation
2. Wildland Fire
3. Law Enforcement
4. Financial Management

Investment Review Board Designated Priority Blueprint Efforts

5. Indian Trust
6. Geospatial Services
7. Human Resources
8. Water Management Modernization Framework and Blueprint
9. Public Participation Services

Additional Blueprints Planned or Underway

10. Minerals Royalty Management
11. Aviation Management
12. Education
13. Natural Resources Information Strategy (PRIDE)
14. Land Use Planning and NEPA

The Department of the Interior
Information Technology Capital Planning and Investment Control
Budget Year 2008 Schedule
October 5, 2005

Task	Due Date
Advise Capital Planning Working Team (CPWT) of Mission Needs Statement (MNS) brief to e-GOV team.	9/22/05
E-Gov Initiatives Team reviews expected changes in proposed FY08 funding for E-Gov initiatives	10/05/05
Bureau E-Gov Initiatives Representative provides Bureau Budget Officer with proposed MNS to begin coordination of the IT Budget Formulation process.	10/05/05
CPWT members notify OCIO if any bureau/office plans to submit a MNS for any new cross-cutting initiative in FY08	10/07/05
Bureau/Office's E-Gov Team representative present MNS for new cross-cutting initiatives for discussion at the E-Gov Team meeting	10/12/05
E-Gov Initiative Team representatives present expected changes in proposed FY08 funding for E-Gov initiatives	10/12/05
MNS for all new investments due to Portfolio Management Division (PMD)	10/28/05
DOI Investment Review Board (IRB) - PreSelect for BY 2008 (FY 2005 4th quarter control review results) Make pre-select decisions on proposed FY08 MNS *Note: The DOI IRB pre-select decisions will not deal with bureau-specific initiatives. MNS for bureau-specific initiatives should go through the bureau's IRB for FY08 pre-select decisions.	11/09/05
DOI CIO Conference – Includes training on all aspects of CPIC process including Earned Value Management, Operational Analysis	11/14/05 – 11/18/05
Develop Performance Reference Model Integration Training	11/25/05 – 12/01/05
Passback from OMB on BY07 (Estimated date)	11/23/05
Appeals due back (Estimated date)	11/29/05
Final 2007 53 due to OMB (Estimated date)	01/06/06
Updates on FY 2007 Ex 300s due in eCPIC	01/20/06
Bureaus and Offices generate and review "short forms" (redacted Ex 300s for public release)	01/06/06 - 01/20/06
Bureau Budget Offices provide Bureau IRB with 2008 portfolio targets (2008 outyear estimate in May). * Note: This will enhance capabilities for IT IRB system investment recommendations to be more consistent with anticipated Bureau DOI budget requests.	1/15/06
Short forms due to PMD	01/20/06
PMD Create Investment Overviews from "short forms"	01/23/06 – 01/27/06
Final date for submission of Operational Analysis for Steady State Major Investments to PMD	01/30/06
Final changes to Investment Overviews	01/30/06 – 02/03/06
Publish FY 2007 Investment Overviews	02/06/06
DOI IRB Review Enterprise Investments; IT Infrastructure (FY 2006 1st Quarter Control Review Results)	02/15/06
Bureaus complete initial 2008 IT portfolio investment and related budget formulation recommendations consistent with budget target estimates.	2/24/06
First draft of BY08 Portfolio Investment (Business Cases) due in eCPIC	03/10/06
Initial Scoring of BY08 Business Cases	03/24/06
CPWT Workshop	03/27/06 - 03/31/06

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Task	Due Date
(Enterprise Architecture alignment and portfolio alternative development for IRB)	
Provide read-ahead materials to IRB	04/12/05
Individual Briefings for Bureau CIO and E-Gov staff on IRB materials	4/13/06 – 4/18/06
DOI IRB Portfolio Selection (All day off site meeting)	4/19/06
Provide feedback to Bureaus/Office on IRB Recommendations	4/21/06
Improved version of Portfolio Investment (Business Case) due in eCPIC consistent with final Budget initiative decisions.	5/12/06
Budgets Requests Due to POB	5/12/06
FY 2006 2nd Quarter Control Review Results Released	5/17/06
Revised Budget Requests Due to POB, if required by Asst. Secretary PMB	6/3/06
Revised Budgets Due to POB, if required by Secretary	6/14/06
DOI IRB Review of IT Portfolio Investments impacted by budget revisions (if necessary)	6/21/05
Sample 53 due to OMB (Estimated date)	7/21/06
Pass back of 2008 Departmental decisions to Bureaus/Offices	8/2/06
DOI IRB Present final portfolio with Secretary's decisions to IRB (FY 2006 3rd Quarter Control Review Results)	8/16/06
Scores/PIAs/Graphs due in eCPIC	9/1/06
Final FY 2008 Exhibit 300s due in eCPIC	9/1/06
Lock down eCPIC	9/5/06
Submission due to OMB	9/11/06
DOI IRB Pre-Select for BY 2009 (FY 2006 4th Quarter Control Review Results)	11/2006